



### Specialty Training Workshops Recurring Monthly

#### Orientation to the WDC Programs & Services

This workshop is offered to new job seekers who are looking for assistance with their employment search. You will learn about the Workforce Development Center programs and services and what programs may best serve your needs. (60 minutes)

#### Career Pathways & Training Programs

This workshop will provide general information about current Career Pathway Programs and Training opportunities offered to Alexandria residents via the WDC. Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs. (90 minutes)

#### Meet the Employer: Interviewing From the Employer's Perspective

When it comes to job interviewing, you know what you want: a sweet job offer. It is always amazing, when you think about it, how little time job seekers spend thinking about their interviewer's motivations and goals. To give job seekers a better insight on what the employer is looking for in a candidate, this workshop will have, as a guest speaker, an employer from the community to discuss his/her perspectives on interviewing and hiring. (90 minutes)

#### The Federal Hiring Process

Have you ever wondered what happens to your federal application once you submit it? Well, once you submit your job application to a government agency, you have kicked off a process that is largely out of your control and almost always invisible to you as an outsider. This workshop will provide valuable information and will identify terminology that will help you to understand how the federal hiring process works. Course outline (120 minutes):

- ◆ Federal resume vs. Non-Federal resume
- ◆ Interview Techniques
- ◆ Security Clearances
- ◆ Superior Qualifications
- ◆ Special Hiring Authorities

### Basic Computer Training

#### Introduction to Microsoft (MS) Word 2010      Four-3 hour Sessions

In this course you will learn valuable word processing skills such as creating, saving and retrieving documents; inserting and deleting text; formatting text, and using cut, copy and paste feature. Before you take this course, you should have some experience with using a computer and the Windows operating system. Workshop outline:

- Part I: Understanding Word Processing
- Part II: Creating, Saving and Editing a Document
- Part III: Working with Multiple Documents and Managing Files
- Part IV: Tables, Clip Art & Photos

**Prerequisite:** All sections must be taken in the order as listed above.

#### Keyboard & Mouse Skills Training

This is a great workshop for new starters to the world of computers. The workshop is designed with a tutorial to help participants who have never used a mouse or keyboard before. The workshop will cover basic parts of the mouse and keyboard as well as how to hold the mouse and how to position your hands on the keyboard. (90 minutes)

#### How to Create a LinkedIn Account

This workshop will teach you how to create a LinkedIn account and give you tips on how to expand your job search through social media. ***Please bring a copy of your resume via email or on a flash drive.*** (90 minutes)

#### Completing an Effective Employment Application Online

This workshop will demonstrate why it is important to complete all questions on an online job application and tips on how best to complete each question. Participants will learn how to:

- ⇒ Create an account
- ⇒ Attach a copy of your resume
- ⇒ Copy and paste your entire resume into an online application
- ⇒ Enter your work history manually one field at a time

If you're having trouble completing an employment application, then this is the workshop for you. (120 minutes)



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#### Debt and Credit Management

Financial problems hit just about everyone at one time or another. The question is, when they hit you, how will you react? Proper managing of credit and debt is very important in our everyday lives. This workshop will help participants understand debt and credit, how to use credit wisely, and how to plan for those unexpected occurrences. Course outline (120 minutes):

- ◆ What is debt? (secured and unsecured)
- ◆ Signs of Debt Distress
- ◆ What is Credit?
- ◆ What do you know about the Credit Industry?
- ◆ How to create a Credit Plan
- ◆ How to create a Monthly budget

#### Employment Strategies for the Experienced Worker 50+

Employers value the talents that mature workers bring to the workplace. If you are 50 or older, you can refresh your job skills and re-enter the workforce. Learn strategies and resources experienced job seekers can use to launch a job search and find gainful and meaningful employment. Course outline (120 minutes):

- ◆ Strategies to Overcome the Fear of Re-entry to the Workplace
- ◆ Resume and Cover Letter Strategies for the Experienced Worker 50+
- ◆ Job Search Strategies
- ◆ Adapting to Today's Work Culture
- ◆ Networking
- ◆ Social Media
- ◆ Interviewing

#### Basic Resume Writing

This course teaches you not just what a resume should look like, but what it should say. It walks you step-by-step through the creation of the most common sections found on resumes in today's job market. (120 minutes)

#### Ace the Interview

This workshop offers information on current interviewing processes and practices. Participants will learn how to answer the most common and important interview questions through interactive, hands-on exercises. (90 minutes).



The City of Alexandria  
Workforce Development Center

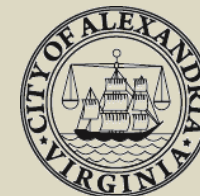
Department of Community and Human Services  
Center for Economic Support

## Career Readiness Workshops

1900 N. Beauregard Street, 3<sup>rd</sup> Floor, Suite 300, Alexandria, VA 22311

Office: 703.746.5940

Hours of Operation: Monday - Friday 8 a.m. to 5 p.m.



Workshops are offered at **NO COST**. However, **Pre-registration is Required**

**November 2016**

Monday	Tuesday	Wednesday	Thursday	Friday	On-Site Partners Contact Information
	1 Ace the Interview 10 to 11:30 a.m.	2 Basic Resume Writing 1:30 to 3 p.m.	3 Keyboard & Mouse Skills Training 1:30 to 3 p.m.	4	Alexandria/Arlington Regional Workforce Council <a href="http://www.workforcecouncil.arlingtonva.us/">www.workforcecouncil.arlingtonva.us/</a>
7 Orientation to the WDC Programs & Services 9 to 10 a.m.	8 Basic Resume Writing 1:30 to 3 p.m.	9 Career Pathways & Training Programs 10 to 11:30 a.m.	10 Employment Strategies for the Experienced Worker 50+ 11:30 a.m. to 1 p.m.	11	Alexandria Commission on Employment (ACE) <a href="http://alexandriava.gov/boards/info/default.aspx?id=36532">alexandriava.gov/boards/info/default.aspx?id=36532</a>
14 Orientation to the WDC Programs & Services 9 to 10 a.m. ***** Introduction to Microsoft (MS) Word 2010, Part I 1:30 to 4:30 p.m.	15 Introduction to Microsoft (MS) Word 2010, Part II 1:30 to 4:30 p.m.	16 Introduction to Microsoft (MS) Word 2010, Part III 1:30 to 4:30 p.m.	17 Debt & Credit Manage- ment, Burke Library 2 to 3:30 p.m. ***** Introduction to Microsoft (MS) Word 2010, Part IV 1:30 to 4:30 p.m.	18	Department of Aging and Rehabilitative Services <a href="http://www.vadrs.org">www.vadrs.org</a>
21 Orientation to the WDC Programs & Services 9 to 10 a.m.	22 Ace the Interview 10 to 11:30 a.m. ***** Completing an Effective Application Online 1:30 to 3 p.m.	23	24 City Office Closed	25	Catholic Charities Migration & Refugee Service <a href="http://www.cdda.net">www.cdda.net</a>
28 Orientation to the WDC Programs & Services 9 to 10 a.m.	29 How to Create a LinkedIn Account 1:30 to 3 p.m.	30 Meet the Employer: Interviewing From the Employer's Perspective 10 a.m. to 12 p.m.			National Council on Aging (NCOA), Senior Community Services Employment Program 571.335.4027 <a href="http://www.ncoa.org">www.ncoa.org</a>
					Linden JOBS Alexandria Main Number: 703.521.4441 <a href="http://www.linden.org">www.linden.org</a>

Register in person or online at: [www.alexandriava.gov/WorkforceDevelopment](http://www.alexandriava.gov/WorkforceDevelopment)

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, please e-mail: [maurice.tomdio@alexandriava.gov](mailto:maurice.tomdio@alexandriava.gov) or call our video phone at 571.384.5244